

Burrillville Extended Care(BEC)

Board of Directors

Minutes

March 7, 2005

1.) Called to Order and Attendance/Review Agenda:

**Meeting called to order by Amy Shangraw Ricci-Chair at
6:40 p.m.**

Members Present-Amy Shangraw-Ricci, David Brunetti, Juliette Lopez and Dr. Van Dyke.

Members Absent- Jaqueline Zahn and Mary Karmozyn

Members Excused- Robert Wall

Others Present: Parks & Recreation Director Cheri Hall and Co-Directors Kelly Cournoyer and Lisa Nault of BEC.

2.) Review Minutes of November 29, 2004 Meeting:

Minutes of Regular November 29, 2004 Meeting were accepted. Juliette Lopez made the motion. Seconded by David Brunetti. Motion passed.

3.) Open Discussion:

David Brunetti requested a copy of the BEC mailing list for flyers to be sent regarding the Callahan School Renovation Project. Amy Shangraw-Ricci suggested the mailing list include prior Callahan School students also. Lisa Nault stated BEC could also forward the mailing list for prior Callahan students who are now at the Burrillville

Middle School. Amy Shangraw-Ricci questioned if there would be any issue from the BEC parents regarding the mailing. Kelly Cournoyer confirmed that the Callahan School parents already recognize the need for the school's improvement. Lisa Nault will forward the mailing list labels to David Brunetti on March 8, 2005.

David Brunetti requested contact information to forward a thank you letter to Miss Desiree, a teacher who recently left BEC.

An updated list of the BEC Board members was given to the Board Members.

An updated schedule of the BEC Board meetings was given to the Board Members.

Board Member Juliette Lopez and Parks and Recreation Director Cheri Hall welcomed David Brunetti for joining the BEC Board of Directors.

The Parks and Recreation Director noted that Electric Boat updates their computers annually. Consequently, a request has been sent to Electric Boat for the donation of (6) desktop plus (2) laptop computers. Amy Shangraw-Ricci questioned if the internet would be available to the children. The Director, Kelly Cournoyer and Lisa Nault responded that only educational programs would be available.

Principal Ken Rassler and the Steere Farm Parent Coordinator Barbara Hudon have requested the installation of a shade structure behind the school over the picnic tables. The parent group has

raised close to \$2,000. They requested permission from the BEC Board of Directors. Quotes were compiled for a few different types of shade structures including a 20-30 year warranty and 150 mph wind resistance. Amy Shangraw-Ricci thought it was an awesome idea and questioned the amount of funding needed. A 20 x 30 structure would cost approximately \$5,000 with \$2,000 coming from the Steere Farm parent group. Consequently, BEC would contribute \$3,000 for the canopy. It was recommended that BEC also fund the safety cushion material to go around each post. Installation would be by the Department of Public Works to hold back costs. The Board Chair questioned if the town recognizes all that BEC has done for the town. She suggested possibly doing some publicity for public relation

purposes to aid in the recognition of all that the BEC program has done to support the town.

The Parks and Recreation Director stated that Town Manager Michael Wood wanted background and financial information about the BEC program. A report was compiled and given including licensing information, mission goals and objectives, organizational chart, BEC Board Board of Directors meeting calendar, background information including the three resolutions with Town Council memo copies, original Request for Proposal, fees structure for school space, employment procedures, BEC program fee structure, family information packages, etc. The Finance Director also requested the

financial procedure information. Press releases including the survey information and BEC donations to community press. The information demonstrates the BEC programs self-sufficiency. The upcoming joint workshop will include the BEC Board of Directors.

The financials were reviewed recognizing a potential profit of over \$8,000 during 2005. The Callahan School parents and administration have asked for assistance with the future playground to be installed at the Callahan School. The skateboard park will be installed at Eccleston Field this spring.

A date for the workshop has not been set yet due to the Town Manager compiling needed information from the Labor Union Attorney, Town Solicitor and the BEC program report from the Parks and Recreation Director. The Director recommended holding the workshop after the budget process is completed.

The recent State Assessment also recognizes the programming BEC offers and how it fits into their recommendations. Consequently, BOSAP would like the workshop of the State Assessment take place before the BEC program workshop to emphasize the programs value to the town and the need for the town's recognition and

support of the program.

Highlights from the report will be utilized at the BEC program workshop.

A motion was made by David Brunetti to approve the funding of the Shade structure. Seconded by Juliette Lopez. Motion passed.

BEC program has volunteered to form a team to participate in this year's Relay for Life on June 24th and 25th. Amy Shangraw-Ricci

volunteered to be part of the BEC team.

4.) Old Business:

Review of recent Program Survey Results. Lisa Nault reported there were no negative results, only positive. The only concern some of parents had were regarding fees. Amy Shangraw-Ricci asked for a copy of survey questions and stats of the answers.

5.) New Business:

Callahan Principal Karen Ostroff has mentioned the possibility of a day care room for younger toddler age children being added as part of the renovations to the Callahan School. Consequently, the new Toddler Playgroup was offered for two hours, Tuesdays and Thursdays, at a cost of \$15 per month at the Steere Farm Elementary School site as a pilot program. The program has been met with an overwhelming response with parents asking for a possible Toddler Playgroup summer program. The Northwest Neighbors will be doing an upcoming story. One of the parents who attends the new Toddler Playgroup will be writing a book on Rhode Island resources for parents of toddlers and will be mentioning the new program offerings.

Juliette Lopez mentioned that the Town Council should be invited to see the programming BEC offers. Amy Shangraw-Ricci suggested a formal invitation to come and volunteer at the program.

A Junior Police Academy will be offered for the middle school age children called the “Colts”. Dave Beachemin of the Burrillville Police Department, BOSAP, Parks and Recreation, and

BEC staff will be partnering together for the new program. Activities including busing the students to District Court for a mock trial. A program budget has been compiled totaling approximately \$11,000 including staffing, guest speakers, self defense and fitness instructor, C.P.R. training, trips, lunch, snack, apparel and activity supplies. Grant funding is being sought from the Rhode Island Foundation for \$5,000 and a Legislative Grant for \$1,000 with State Representative Edwin Pacheco's support. The normal BEC fee structure will be charged for the students attending. In the fall, an extension of the program may be comprised at the middle school. Amy Shangraw-Ricci suggested a step down program to introduce the middle school age children to being home alone after school and helping with younger children. A building use form has been submitted for the new program's use of the middle school on Mondays.

Amy Shangraw-Ricci stated how proud she is of the BEC program and what a great job is being done and questioned if a Public Relations person is needed to handle publicity for the program. The Parks and Recreation Director stated the newspapers will be contacted to do a story on the program. Hiring of a Public Relations person would be too obvious. Amy Shangraw-Ricci will contact the Providence Journal to show what summer programs are being offered by the BEC program.

5.) Financials:

The Parks and Recreation Director reviewed the Profit and Loss

statement to date showing a \$16,000 profit. A proposed budget increase for furniture for new kitchen cabinets, utilities, travel and community improvement (shade structure) expenses.

6.) Call to Adjourn:

Motion to adjourn made by Juliette Lopez at 7:45 p.m. Seconded by David Brunetti. Motion passed.

Recorded by

Carol L. Conway

Administrative Aid

Burrillville Parks & Recreation Department